

EMERGENCY HOUSING ASSISTANCE PROGRAM

LANDLORD VERIFICATION OF NEED FOR RENT OR SECURITY DEPOSIT ASSISTANCE

Instructions: Please mail completed form with attachments to Montana Housing / P.O. Box 200528 / Helena, MT 59620-0528. Montana Housing will also provide instructions for secure electronic submission.

Date: _____ Date Rent is Due: _____

Landlord/Owner Name: _____

Address: _____

City, State, Zip: _____

Rental Address: _____

City, State, Zip: _____

Tenant(s) Name: _____

Lease Dates: _____(mm/dd/yy)

Tentative Move-in Date: _____(mm/dd/yy)

Monthly Rent Amount \$ _____ Pro-Rated Amount \$ _____ Amount of Security Deposit \$ _____

Are you currently receiving any other form of rental assistance for this household? ____ Yes ____ No

If receiving rental assistance, what type:

- ☐ Voucher _____
- ☐ HUD/VASH _____
- ☐ USDA-RD _____
- ☐ ESG _____
- ☐ Other _____

The following forms must be completed and attached:

- ☐ W-9
- ☐ Electronic Fund Transfer Sign Up (if desired)
- ☐ Management company contract with Owner (if applicable)

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LANDLORD CERTIFICATION OF HOUSING QUALITY STANDARDS

I hereby certify that I have read the Life-Threatening Conditions below and to my knowledge, I hereby certify that the unit referenced on this form contains no life-threatening conditions as listed below:

Life-Threatening Conditions:

- Any condition that jeopardizes the security of the unit
- Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling
- Natural or LP gas or fuel oil leaks
- A fuel storage vessel, fluid line, valve, or connection that supplies fuel to a HCVAC unit is leaking or a strong odor is detected with potential for explosion or fire or that results in a health risk if inhaled.
- Any electrical problem or condition that could result in shock or fire
 - A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.
 - A light fixture is hanging by its wires;
 - A light fixture has a missing or broken bulb, and the open socket is readily accessible to the tenant during the day-to-day use of the unit;
 - A receptacle (outlet) or switch is missing or broken, and electrical connections or wires are exposed
 - An open circuit breaker position is not appropriately blanked off in a panel board, main panel board, or other electrical box that contains circuit breakers or fuses
 - A cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., and there are exposed electrical connections
 - Any nicks, abrasions, or fraying of the insulation that exposes conducting wire
 - Exposed bare wires or electrical connections
 - Any condition that results in openings in electrical panels or electrical control device enclosures
 - Water leaking or ponding near any electrical device
 - Any condition that poses a serious risk of electrocution or fire and poses an immediate life-threatening condition.
- Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.
- Utilities not in service, including no running hot water
- Conditions that present the imminent possibility of injury
- Obstacles that prevent safe entrance or exit from the unit
 - Any components that affect the function of the fire escape are missing or damages
 - Stored items or other barriers restrict or prevent the use of the fire escape in the event of an emergency.
- Absence of a functioning toilet in the unit
- Inoperable or missing smoke detectors

- Missing or inoperable carbon monoxide detector
- Missing, damaged, discharged, overcharged, or expired fire extinguisher (where required)
 - Gas/oil-fired water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney venting
 - The chimney or venting system on a fuel-fired water heater is misaligned, negatively pitched, or damaged, which may cause improper or dangerous venting or gases
 - A gas dryer vent is missing, damaged, or is visually determined to be inoperable, or the dryer exhaust is not vented to the outside
 - A fuel-fired space heater is not properly vented or lacks available combustion air
 - A non-vented space heater is present
 - Safety devices on a fuel-fired space heater are missing or damaged
 - The chimney or venting system on a fuel-fired heating, ventilation, or cooling system is misaligned, negatively pitched, or damaged, which may cause improper or dangerous venting of gas.
- Deteriorating paint in a unit built before 1978 that is or is to be occupied by a family with a child under six years of age if it would prevent the family from moving into the unit.

By signing this form, I certify that the information presented is true and accurate to the best of my knowledge, and I acknowledge/understand the above information.

Signature of Landlord/Owner

Date